


Republic of the Philippines  
**Department of Education**  
 NATIONAL CAPITAL REGION

**REGIONAL MEMORANDUM**

NCR No. 089 2024

**TO** : Schools Division Superintendents

**FROM** : **JOCELYN DR. ANDAYA**  
 Director IV 

**SUBJECT** : **REQUEST FOR THE ACCOMPLISHMENT OF THE  
 ONLINE SURVEY ON SCHOOL HARDSHIP FACTORS  
 FOR THE SPECIAL HARDSHIP ALLOWANCE (SHA)**

**DATE** : January 31, 2024

1. Enclosed is a copy of the Memorandum DM-OUHROD-2024-0106 dated January 24, 2024 of Undersecretary Nolasco A. Mempin, relative to the above-captioned activity, for information and guidance of all concerned.
2. In this connection, participants to this online survey are requested to accomplish the form using this link :[bit.ly/2024SHASurvey](https://bit.ly/2024SHASurvey), not later than February 29, 2024.
3. For immediate dissemination and compliance.



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Republika ng Pilipinas

## Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

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**MEMORANDUM**  
**DM-OUHROD-2024-0106**

**TO :** REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
REGIONAL PLANNING OFFICERS  
DIVISION PLANNING OFFICERS  
PUBLIC SCHOOL DISTRICT SUPERVISORS  
SCHOOL HEADS  
ALL OTHERS CONCERNED

**FROM :**   
**NOLASCO A. MEMPIN**  
*Undersecretary*  
*Office of the Undersecretary for Administration*

  
**WILFREDO E. CABRAL**  
*Regional Director*  
*Officer-in-Charge, Office of the Undersecretary for Human Resource and Organizational Development*

**SUBJECT :** REQUEST FOR THE ACCOMPLISHMENT OF THE ONLINE SURVEY ON SCHOOL HARDSHIP FACTORS FOR THE SPECIAL HARDSHIP ALLOWANCE (SHA)

**DATE :** 24 January 2024

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The Department of Education (DepEd), through the Bureau of Human Resource and Organizational Development-School Effectiveness Division (BHROD-SED), has partnered with UNICEF to conduct a joint study that will review and evaluate the implementation of the Special Hardship Allowance (SHA) Policy through Department Order 039, s. 2021 and Department Order 017 s. 2023. Among the goals of the joint study are to review the SHA inclusion and exclusion criteria and identify the school hardship factors that will comprise the Hardship Index (HI). The HI is the targeting system used for identifying hardship posts. The result of the study shall be the basis for the development of new guidelines for the provision of SHA to eligible teachers starting in FY 2024.

In this regard, BHROD-SED together with the Planning Service – Education Management Information System Division (PS-EMISD), developed a data collection tool that aims to gather relevant data on the geographical characteristics of all public schools. This data shall augment the current DepEd

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data in the Basic Education Information System (BEIS) on school characteristics and Philippine Statistics Authority data to provide a more holistic account of the situation of all public schools. Kindly note that the data to be collected in this survey will be used for SHA policy revision and is not part of the annual BEIS school data collection.

All School Heads are requested to complete the survey through this link: [bit.ly/2024SHASurvey](https://bit.ly/2024SHASurvey)

Only School Heads in schools with official *SCHOOL ID* shall answer the survey. If a school head is assigned to a cluster of schools, there should be one (1) data entry per school. Kindly ensure the correctness of the data as this will serve as the school's final data for analysis and finalization of the hardship index. Thus, no further validation is to be conducted.

Further, we request the assistance of Division Planning Officers and Public-School District Supervisors (PSDS) to ensure the dissemination and accomplishment of the online survey by the school heads **on or before February 29, 2024**. A regular monitoring session with the Division Planning Officers to check the school submission rate shall be undertaken.

For further concerns and clarifications, you may contact BHROD-SED through email at [psd@deped.gov.ph](mailto:psd@deped.gov.ph), copy furnished [psd@deped.gov.ph](mailto:psd@deped.gov.ph), or telephone number (02) 8633-5397.